

751—15.3 (8D) Duties of advisory councils, committees and groups. The advisory councils, committees and groups at a minimum shall have the following duties:

15.3(1) *Develop rules.* Develop proposed rules for commission consideration regarding use of and access to the network. The commission may refuse to approve and adopt a proposed rule, and upon such refusal, shall return the proposed rule to the advisory group proposing the rule with a statement indicating the commission's reason for refusing to approve and adopt the rule.

15.3(2) *Prepare reports.* As requested from time to time by the commission, provide information, reports and perform special projects to assist the commission in completing its mission.

15.3(3) *Provide notices of meetings and minutes of meetings.*

a. Each advisory council, committee or group shall prepare minutes of its meetings and submit the minutes to the commission within 60 days of the date of the meeting for posting on the Iowa communications network Web site.

b. Each advisory council, committee or group shall provide notice of its meetings to interested parties identified by the commission or the advisory council, committee or group. An advisory council, committee or group shall submit an electronic agenda and notice to the ICN one week prior to a scheduled meeting for posting on the Iowa communications network Web site.

15.3(4) *Develop mission statement.* Each advisory council, committee or group shall prepare a written mission statement. The mission statements shall be filed with the commission.

15.3(5) *Scheduling and site usage policies.* Subject to approval by the commission, the advisory councils, committees and groups shall establish site and usage policies for authorized users of the network.